

To: Local Child Support Agencies  
Subject: Letter to the Administrative Office of the Courts  
Date: January 8, 2008

Effective today, copies of the attached letter from the Department of Child Support Services (DCSS) have been transmitted from the Administrative Office of the Courts (AOC) to local courts. This letter communicates the federal directive mandating that all courts in California use the California Child Support Automation System (CCSAS) Guideline Calculator (GC) to calculate all child support obligations in IV-D cases. In addition, the AOC has transmitted a survey to court staff so that the AOC and DCSS may assess the infrastructure needs in the courtrooms. The courts use of the GC is one of 48 federal certification findings DCSS is working to resolve. This is one of the most critical findings that must be resolved in order to become certified.

As part of the certification visits to the local child support agencies (LCSAs), the Federal Review Team will also be visiting selected courts to verify compliance with this finding. It is critical that courts and LCSAs are fully in compliance with CSS Letter 06-31 dated August 4, 2006, and Certification Letter 07-01 dated August 31, 2007. Use of proprietary software for calculation of support obligations in IV-D cases will jeopardize Federal certification of the CCSAS system.

As part of the ongoing process to address the needs of GC users, DCSS staff, in coordination with LCSA and court staff, are currently drafting a change request to modify GC functionality. Feedback received from both LCSAs and the courts is being evaluated to enhance the usability of the GC for all users.

To facilitate analysis and response to GC issues, please report any issues or defects regarding the GC according to the following established procedures:

- Report issues/defects to: [CCSASBusinessProblems@dcss.ca.gov](mailto:CCSASBusinessProblems@dcss.ca.gov)
- Include "Guideline Calculator" (without the quotes) in the subject line.